

Major Duties and Responsibilities - Chauffeur

A. Driver Duties (70% of Time)

General Driving Duties – (50%) Incumbent will perform basic driver and messenger duties as directed by the Motor Pool Supervisor. Duties include, but are not limited to, conducting a motor vehicle safely and at a reasonable speed, providing support for diplomatic pouches, providing excellent customer service, assisting passengers with bags, and delivering correspondence. Assists with high-level visits as they arise and special events such as the 4th of July event, CLO events, and other representational events. Maintains a good driving record, ensures all driving documents are current, and maintains Smith driving certification as needed.

Principal Officer (PO) Driver Duties –(20%) Incumbent operates a light armored vehicle to transport the Principal Officer or VIP visitors on a rotational basis with the other Motor Pool Driver. Provides excellent customer support to the PO and other dignitaries as needed. When required, performs official messenger duties for the PO.

B. Courier Duties, Vehicle Management, and Record Keeping and Documentation (30% of Time)

General Courier Duties – Supports the mission by providing courier services as needed. Incumbent performs government related errands and makes local purchases as directed by the supervisor. Drives after hours and on weekends for VIP's as directed. The incumbent supports special projects that require courier services such as the end of year gratuities.

General Vehicle Maintenance Duties - Schedules preventative and minor maintenance on all assigned vehicles in coordination with the Motor Pool Supervisor. Preventative maintenance includes, but is not limited to, checking fuel, replacing oil, radiator coolant, battery fluid, lights, windshield wipers, horn, tools, and safety equipment. Corrects any deficiencies found or, when beyond ability of the driver, reports them to Supervisor for corrective action. Maintains the cleanliness of the interior and exterior of all government vehicles on a daily basis.

Record Keeping and Documentation - Maintains all required vehicle, registration, and other related documents in an orderly manner. Maintains the "Motor Vehicle Daily Report" sheets in accordance to department practices. Submits report to the Supervisor on a daily basis. Incumbent keeps the vehicle VHF radio on and maintains contact with base by checking in with Supervisor every hour for schedule updates.

Reporting - Assists with periodic and annual reporting duties, maintenance records, trip and gas sheets, and other such duties. Maintains all required driver safety and health certifications as dictated by the Department of State.